

Operations Manual of Financial and Administrative Division

I. INTRODUCTION

Scope of Operation

FINANCIAL AND ADMINISTRATIVE DIVISION

- Provides the Bureau Head with advice and assistance on budgetary and financial matters.
- Provides policy guidance and services relative to the procurement, storage, maintenance, recording and reporting of properties and supplies, cash disbursement, personnel management, building maintenance, records management, messengerial and janitorial services.

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II. DEFINITION OF TERMS AND ACRONYMS

1.	APR	Agency Procurement Request
2.	CA	Cash Advance/s
3.	CTO/s	Compensatory Time-off
4.	DBM	Department of Budget and Management
5.	DC	Division Chief
6.	DO	Director's Office
7.	DTR	Daily Time Record
8.	DV	Disbursement Voucher
9.	FAD	Financial and Administrative Division

10.	GSU	General Services Unit
11.	JO	Job Order
12.	JR	Job Request
13.	PA	Pre-Audit
14.	PO	Purchase Order
15.	PR	Purchase Request
16.	RER	Reimbursement Expense Receipt
17.	S&P	Supply and Property Section
18.	SC	Section Chief
19.	TO	Travel Order

III. GENERAL INFORMATION ABOUT THE NEWS AND INFORMATION BUREAU

OFFICIAL STATEMENT OF FUNCTIONS

as mandated by

Executive Order No. 297, s. 1987:

The News and Information Bureau shall be responsible for providing efficient, effective, productive, and economical services relating to the development and formulation of a domestic and foreign information program for the Government, in general, and the Presidency, in particular, including the development of strategies for the dissemination of information on specific government programs.

The News and Information Bureau shall be headed by a Director and assisted by an Assistant Director, both to be appointed by the President, upon the recommendation of the Secretary of the Presidential Communications Operations Office (PCOO).

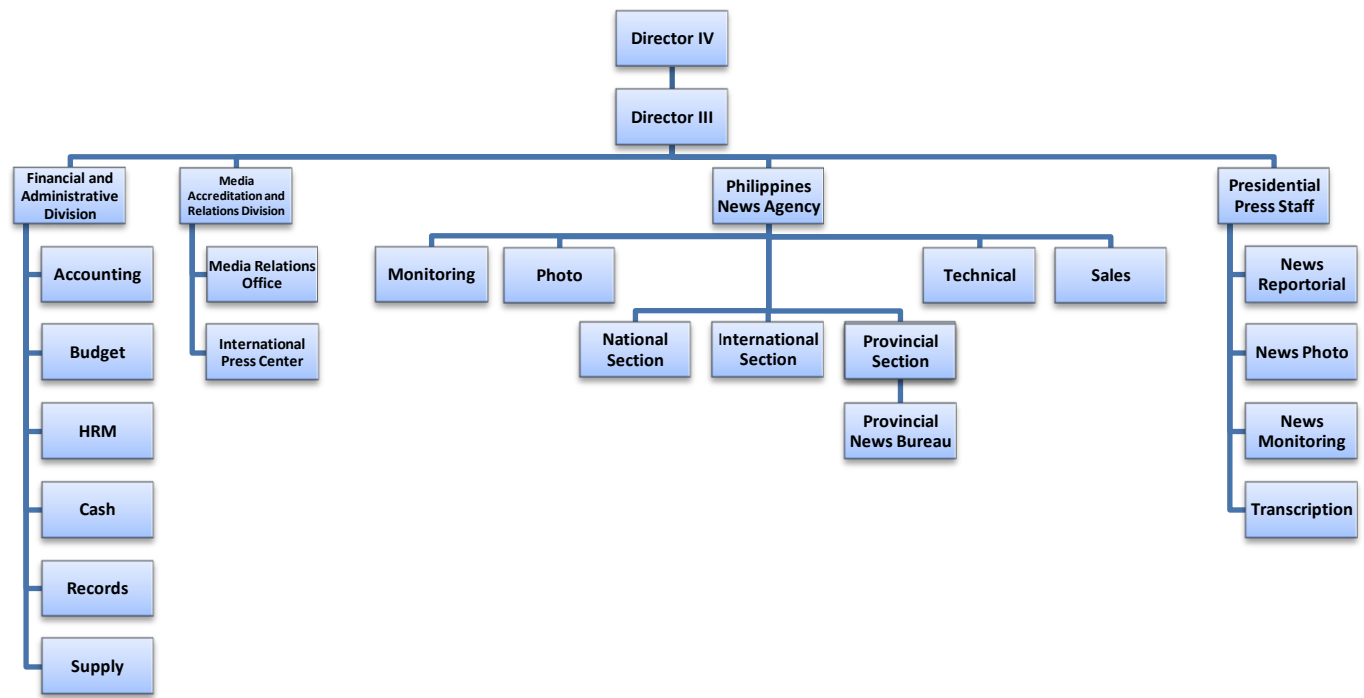
Consisting the News and Information Bureau are: the Financial and Administrative Division (FAD), Presidential Press Staff (PPS), Media Accreditation and Relations Division (MARD), and the Philippines News Agency (PNA).

The News and Information Bureau shall have the following functions:

1. Formulate, develop, and implement a national information program for the Government and the Presidency, including the strategies in support of specific national development programs;

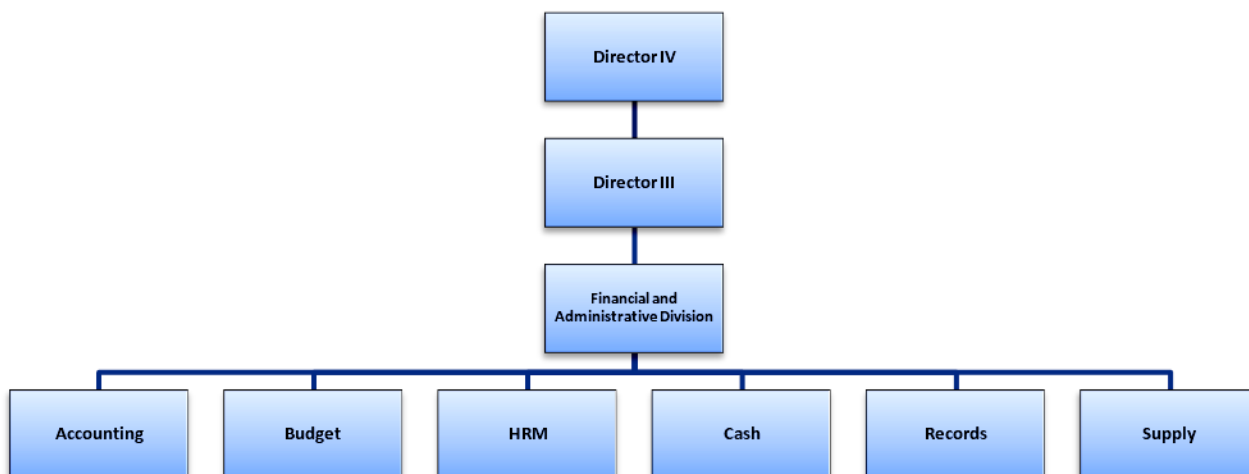
2. Formulate, develop, and implement an overseas information program, including strategies for the effective dissemination of information about the Philippines, the policies, activities, and programs of the Government and the Presidency;
3. Establish liaison with the representatives of domestic and foreign press, and provide assistance relevant to the projects, policies, and activities of the Government and the Presidency;
4. Establish and maintain a system of accreditation for local and foreign members of the media;
5. Make arrangements for Presidential press and broadcast coverage and conferences;
6. Provide services relative to day-to-day and special information and communication requirements of the Government and the Presidency, including the programming and monitoring of significant projects and activities on media relations and other media-related matters;
7. Provide daily news services to both local and foreign publics on the policies, activities, and programs of the Government and the Presidency, and maintain a wire service operation, for the purpose of effecting coverage of events and developments in the Government and the Presidency;
8. Produce and distribute information materials, such as handbills, folders, pamphlets, posters and other publications on the directions, policies, programs, and activities of the Government and the Presidency;
9. Perform such other functions as may be provided by law.

News and Information Bureau ORGANIZATIONAL CHART



IV. ORGANIZATION AND RESPONSIBILITIES OF THE FINANCIAL AND ADMINISTRATIVE DIVISION (FAD)

Financial and Administrative Division ORGANIZATIONAL CHART



Duties and Responsibilities

ACCOUNTING SECTION

1. Prepares financial reports for the use of the Bureau and other government offices authorized to receive such reports;
2. Maintains basic subsidiary accounting records and books of accounts reflecting accurate and current financial information;
3. Processes and reviews disbursement vouchers, Purchase and Job Orders and Agency Procurement Request (APR);
4. Reviews liquidation reports for cash advances before submission to COA-NIB;
5. Prepares monthly remittance lists of mandatory and other payroll deductions and remits the same to GSIS, HDMF, PhilHealth, NHMFC, Land Bank of the Phils. etc;
6. Prepares Monthly Tax Remittance Advice (TRA) for submission to BIR;
7. Prepares certificate of remittances and account balances upon request of the employee;

8. Prepares BIR annual alphalist of employees and payees with taxes withheld;
9. Performs such other functions as may be required
10. Provides advice on financial matters affecting the Bureau;

BUDGET SECTION

1. Prepares, reviews, consolidates and submit budget estimates and budget justifications of the Bureau;
2. Reviews and controls expenditures of budgeted funds for the Bureau;
3. Advises management and prepares management control reports on the status of appropriations, allotments and work accomplished;
4. Prepares the necessary proposals of financial work plans and program activities of the Bureau;
5. Certifies to the availability of funds, obligate funds and liquidates obligations;
6. Attends to all claims for payment of personnel and claims of third parties and prepares disbursement vouchers for all these claims.

HRM SECTION

1. Establishes and maintains personnel program which includes the preparation of position descriptions and qualification standards for purpose of recruitment, appointment and promotion subject to existing civil service rules and regulations;
2. Acts on all matters concerning attendance, leave of absences, compensatory time-off, appointments, personnel actions and performance evaluations;
3. Prepares payroll for salaries, wages and other benefits;
4. Prepares certifications, service records and pay slip;
5. Develops and maintains Human Resource Management (HRM) Systems such as PRAISE, Grievance Machinery, Merit Promotion Plan, CODI, Health and Wellness, Pre-Retirement Plan and others;
6. Maintains 201 File of employees;
7. Prepares documentary requirements for employee's loan application and retiring personnel;
8. Provides advice on personnel matters.

PROPERTY AND SUPPLY SECTION

1. Provides the Bureau with services along supply management;
2. Receives, stores, safekeeps and distributes supplies, materials and equipment;

3. Conducts inventories of Bureau properties, supplies and equipment;
4. Maintains property records/stock cards for common office supplies of the Bureau;
5. Reports losses of properties, supplies and equipment, and initiates recovery action;
6. Processes requisitions for supplies, materials and equipment;
7. Performs all procurement processes for the needs of end-users through various modes of purchase;
8. Prepares purchase orders and/or Job order of items to be procured/repaired.

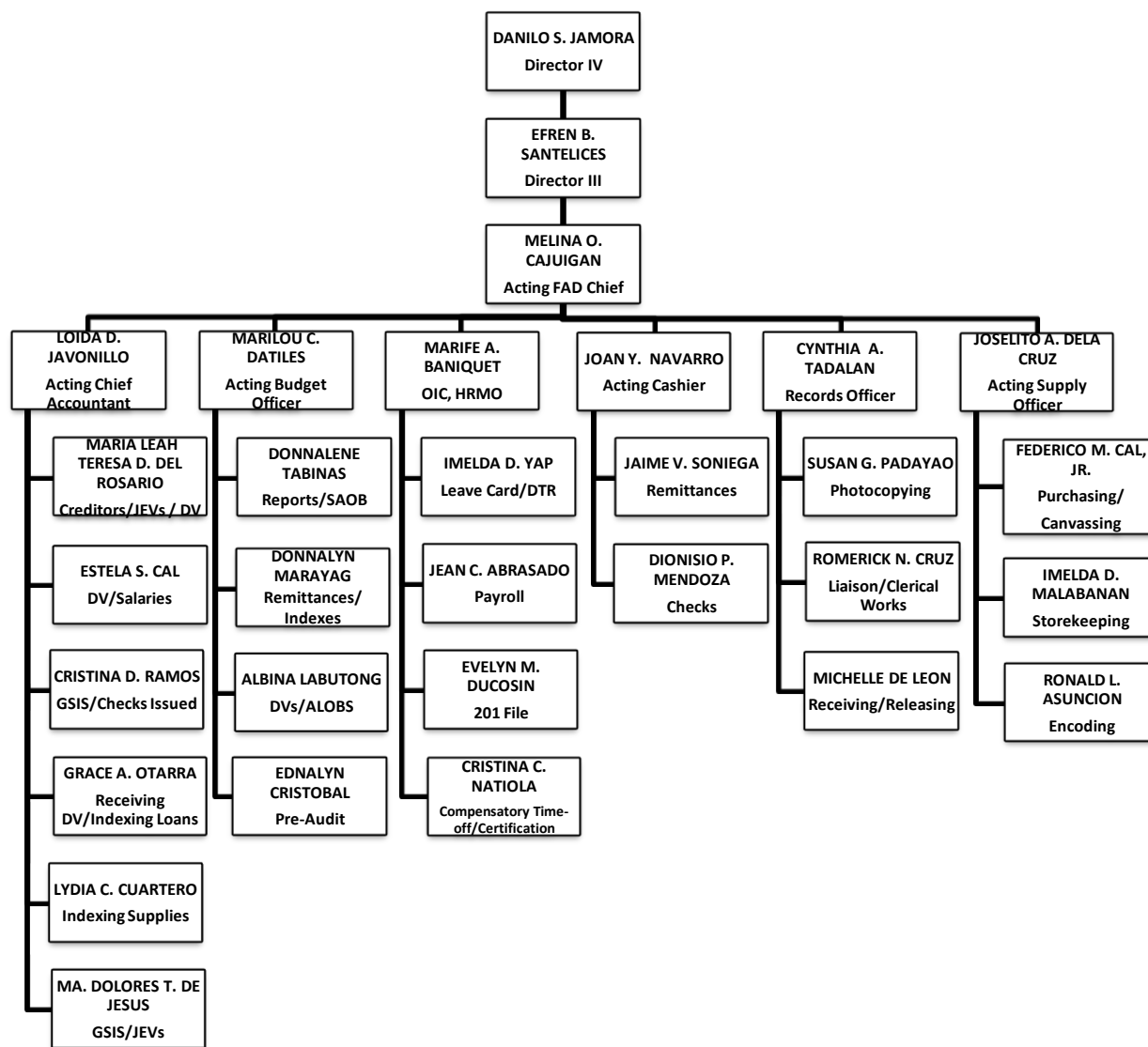
CASH SECTION

1. Provides cash/check disbursement service to the Bureau;
2. Prepares reports of disbursements, collections and other reports for the Bureau of Treasury;
3. Pays approved vouchers and payrolls for salaries and wages;
4. Prepares commercial checks/advice to debit account covering claims of outside creditors;
5. Prepares certification of last salary;
6. Provides financial information as to the availability of funds of the Bureau (cash on hand and in bank).

RECORDS SECTION

1. Provides operating advice and service on the creation, distribution, maintenance, custody and safeguarding of records and documents of the Bureau;
2. Receives and distributes incoming and outgoing correspondence;
3. Receives and distribute bills, statement of account, mails to concerned personnel;
4. Provides mailing and messengerial services for the Bureau;
5. Handles the authentication and documentation of records;
6. Performs document reproduction, archival and references services.

V. OPERATIONAL CONTROL AND SUPERVISION OF THE FINANCIAL AND ADMINISTRATIVE DIVISION



VI. OPERATING PROCEDURES

WORKFLOW OF NIB TRANSACTIONS

a. PURCHASE REQUEST (PR)/JOB REQUEST (JR)

1. Head of Division submits/requests approval of duly accomplished Purchase Request/Job Request,
2. Head of FAD recommends approval of duly accomplished PR/JR and forwards to Director's Office for approval,
3. Director's Office forwards to Supply and Property for control number,

4. Supply & Property conducts canvass,
5. Supply & Property prepares Purchase Order (PO)/Job Order (JO).

b. PURCHASE ORDER (PO)/JOB ORDER (JO)

1. Supply and Property Section submits prepared PO/JO to Budget Section,
2. Budget Section prepares obligation request,
3. Budget Section forwards obligation request to FAD Chief,
4. FAD Chief reviews and signs Obligations Request and submits the same to Accounting Section,
5. Accounting Section reviews and process PO/JO and transmits to Director's office for approval,
6. Office of the Director transmits approved PO/JO with attachments to Supply and Property Section for appropriate action,
7. Supply and Property Section furnishes the supplier copy of the approved PO/JO.

7.1 P.O./J.O. – C.O.D/Procurement Service

- 7.1.1. Supply and Property forwards approved P.O./J.O. to Budget for DV preparation and Pre-Audit,
- 7.1.2. Pre-Audit forwards the DV to Accounting Section for processing,
- 7.1.3. Accounting sends the processed DV to Director's Office for final approval,
- 7.1.4. Director's Office forwards the approved DV to Cash for check and ADA (Advice to Debit Account) preparation,
- 7.1.5. Cash Section prepares check/Advice to Debit Account,
- 7.1.6. Supply and Property presents the check/ADA to creditors for delivery of goods/services,
- 7.1.7. Creditors/Suppliers deliver goods/services and issues invoice/official receipt,
- 7.1.8. Upon delivery of goods/services, inspector checks as to quantity/quality of goods/services,
- 7.1.9. Supply and Property furnishes Accounting Section copies of delivery receipts,
- 7.1.10. Supply and Property prepares Inspection/Acceptance Report, Waste Materials Report, then return the DV to Cash.

7.2 P.O./J.O. GOODS/SERVICES DELIVERED BEFORE PAYMENT

- 7.2.1. Supply and Property forwards copy of Approved P.O./J.O. to suppliers/creditors,
- 7.2.2. Suppliers/Creditors delivers good/services and issues invoice,
- 7.2.3. Inspector checks the delivered goods/services as to quantity and quality,
- 7.2.4. Supply and Property furnishes Accounting Section copies of delivery receipts/invoices,
- 7.2.5. Supply and Property prepares Inspection/Acceptance Report, and Waste Materials Report if necessary,

- 7.2.6. Supply and Property forwards the approved P.O./J.O. with complete attachments to Budget Section for DV preparation and Pre-Audit,
- 7.2.7. Pre-Audit forwards the audited DV to Accounting Section for processing,
- 7.2.8. Accounting Section forwards the processed DV to Director's Office for approval of payment,
- 7.2.9. Director's office forwards the approved DV to Cash for payment,
- 7.2.10. Cash Section prepares check/Advice to Debit Account.

c. TRAVEL ORDER (TO)

For Travel with Cash Advance:

1. Concerned employee prepares Travel Order and Itinerary of Travel which must be recommended by the immediate supervisor for approval of the Director,
2. Duly approved TO should be forwarded to Records Section for assignment of control number,
3. Duly accomplished and approved TO is submitted to Budget Section for computation of per diem and preparation of Obligation Request and Disbursement Voucher (DV),
4. Budget Section submits the prepared DV to Pre-audit for review,
5. Pre-audit transmits audited DV and attachments to FAD Chief,
6. FAD Chief reviews and signs the Obligation Request,
7. FAD Chief forwards the DV to Accounting Section for processing,
8. Accounting Section forwards the processed DV to the Office of the Director for final approval and signature,
9. Office of the Director transmits approved DV with complete attachments to Cash Section for payment,
10. Cash Section prepares Advice to Debit Account (ADA) for transmittal to Land Bank.

d. LIQUIDATION OF CASH ADVANCE/S (CA)

A. For Travel

1. Accountable Officer submits duly certified Liquidation Report to Records Section. Liquidation Report must be duly signed by AO and certified by the immediate supervisor. (Note: Liquidation Report for Foreign Travel shall pass thru the Office of the Director.)

Liquidation reports/papers consist of the following:

- a. Copy of approved Travel Order and Itinerary of Travel
- b. Revised Itinerary of Travel based on actual if there are deviations from the original
- c. Certificate of Travel Completed (original)
- d. Terminal Fee Receipt and Boarding Pass

- e. Copy of electronic ticket
 - f. RER for taxi fares duly signed by taxi driver including name and plate no. of taxi and destination
 - g. Travel Authority in case of foreign travel
 - h. Other pertinent documents
2. Records Section records the Liquidation Report, assigns LR number and submits the same to Pre-Audit,
 3. Pre-Audit reviews and transmits the LR including attachments to Accounting Section,
 4. Accounting Section reviews and transmits the duly signed LR to COA-NIB for post audit and issuance of Credit Notice,
 5. Upon receipt of the Credit Notice, the Accounting Section shall report and record the liquidation of cash advances.

B. For Special Purpose

1. Accountable Officer submits duly certified Liquidation Report to Records Section. Liquidation Report must be duly signed by AO and certified by the immediate supervisor,

Liquidation reports/papers consist of the following:

- a. Copy of Authority to draw the cash advance
 - b. Original and verifiable receipts
 - c. Summary of Expenses
 - d. Other pertinent documents
2. Records Section records the Liquidation Report, assigns LR number and submits the same to Pre-Audit,
 3. Pre-Audit reviews and transmits the audited LR including its attachments to Accounting Section,
 4. Accounting Section reviews and transmits the duly signed LR to COA-NIB for post audit and issuance of Credit Notice,
 5. Upon receipt of the Credit Notice, the Accounting Section shall report and record the liquidation of cash advances.

e. PAYROLL

1. Collects all DTRs/DTCs every first week of the succeeding month for leave card updating,
2. HRM Section prepares payroll based on schedule of deductions from GSIS, Pag-IBIG and others,
3. HRM Chief reviews and certifies the prepared payroll before submission to Pre-Audit for review,

4. Pre-Audit forwards the audited payroll to Budget Section for Disbursement Voucher (DV) preparation,
5. Budget Section prepares obligation slip and Disbursement Voucher (DV),
6. Budget Section transmits audited payroll with obligation slip and DV to FAD Chief,
7. FAD Chief signs on the obligation request and transmits the payroll together with the DV and Obligation Slip to Accounting Section for processing,
8. Accounting Section submits payroll with attachments to the Office of the Director,
9. The DO forwards the payroll to Cash Section for ADA preparation,
10. Cash Section prepares the transmittal list for submission to Landbank.

f. COMPENSATORY SERVICE AND AVAILMENT OF COMPENSATORY LEAVE

A. Compensatory Service

1. Concerned personnel seeks authorization to render compensatory service from the Director,
2. Concerned personnel renders compensatory service as authorized,
3. Personnel Section prepares summary of rendered compensatory service and computes the equivalent of compensatory service for the purpose of issuance of certificate of compensatory credits to concerned personnel.

Availment of Compensatory Time-Off

1. Employee requests immediate supervisor for recommendation of his/her (requesting party's) application for compensatory time-off's (CTO's) ,
2. Immediate supervisor recommends CTO request to Head of Agency,
3. Head of Agency approves request for CTO,
4. Personnel avail of the CTO.

SYSTEMS FLOW OF NIB TRANSACTIONS

i. RECORDS

A. Work Schedule of Records Personnel

1. Cynthia A. Tadalán – Monday to Friday (8am-5pm)
2. Susan G. Padayao- Monday to Friday (8am-5pm)
3. Romerick N. Cruz – Monday to Friday (7am-4pm)
4. Michelle de Leon – Monday to Friday (8am to 5pm).

SYSTEMS FLOW OF OPERATIONS

a. Receiving

- 1> The Records staff indicates the date/time of receipt of documents using the mechanical stamp pad,
- 2> Documents received is recorded at the logbook with the following details:
time/subject/description/from/for/action
- 3> For official documents, scan documents for electronic archiving/update computer record/photocopy/file hard copy for archiving,
- 4> Deliver received documents to intended recipient.

VII. CONTROL OF RECORDS AND DOCUMENTS

b. Archiving/Releasing

Hard Copy

- a- One file for each subject: (e.q.Memo, Orders, other Issuances)
- b- Hard copies of Records Section's documents shall be kept;
- c- Records Section shall provide a Request Slip for parties requesting NIB confidential documents. All requests shall be approved by the Director;
- d- Authentication & Releasing of all NIB documents as requested by a Third Party shall be through the Records Section;
- e- Mailing/Delivery of checks and documents shall be the responsibility of the Records Section's Chief and his/her Deputy;

ii. SUPPLY & PROPERTY

WORK SCHEDULE

- Joselito A. Dela Cruz – Monday to Friday (9am-6pm)
 Imelda D. Malabanan – Monday to Friday (7am-4pm)
 Federico M. Cal – Monday to Friday (9am – 6pm)
 Ronald L. Asuncion – Monday to Saturday (9am-6pm)

PROCUREMENT

1. Purchase Request

- a. The PR should be signed by requesting Division head and to be recommended by the FAD Chief.

2. Purchase Request (Emergency)

- a. No PR no purchase policy shall be strictly observed,

- b. When on-site purchase is unavoidable (e.g. immediate repair of vehicles), a written report by the requesting personnel must be attached - together with the O.R. – to the P.R.,
- c. All PR for emergency purchases must have a note of approval by the Head of Agency.

PROCUREMENT –DBM

- Each Section/Division shall make a list of needed supplies and materials which are available from DBM-Procurement Services,
- Supplies and materials needed by operating units shall be prioritized,
- The consolidated priority lists of supplies and material requirements shall be used as the basis for the Agency Procurement Request (APR).

CANVASSING

- At least 3 original canvass forms per item/service indicating the price quotations, the name and contact number of the seller/company.
- In case of exclusive distributors, a photocopy of the certificate of exclusivity should accompany the canvass.
- Establish a policy of blacklisting fraudulent suppliers.

DELIVERIES

- No deliveries on Saturdays, Sundays & Holidays.
- All purchases, whether regular or emergency must pass through the S&P Section.
- All deliveries/purchases of supplies and materials, must be inspected. In case of repairs, waste materials and inspection reports must be presented.
- Delivery receipts must be filed and photocopies must be forwarded to the Records and Accounting Sections.

ISSUANCES

- No supplies and material issuances on Saturdays.
- Requisition and Issue Slip
 - = Request forms shall be signed by the Section Chief (SC) as requesting party and signed for approval by the Division Chief (DC). The Issuing Officer shall not release supplies and materials if the forms lack the signature of the SC and DC.
 - > NOTHING FOLLOWS phrase should be indicated by the Requesting party at the end of the list of items and affix his/her signature thereat.

REPORTING

➤ ISSUANCE REPORT

= Monthly submission to: Accounting

= Indicate control number of each issuance

➤ STOCK CARD

= updating and maintaining data on stock cards

iii. CASH SECTION

A. CASH ADVANCES

➤ All cash advances henceforth shall be held by the responsible and accountable officers of the Cash Section and other authorized personnel.

➤ Bonded:

1.	Director Danilo S. Jamora
2.	Director Efren B. Santelices
3.	Ms. Melina O. Cajuigan
4.	Ms. Joan Y. Navarro
5.	Ms. Aniana C. Mariano

➤ Cash Advances (Replenishable)

=Petty Cash –P200T (Joan Y. Navarro)

= PNA HQ petty cash - Ma. Lourdes Casimiro – P5,000

- Mr. Luis Morente – P5,000

=Director's Office Petty Cash – Ms. Juanita Castillo – P5,000

iv. HRM Section

APPLICATION FOR LEAVE

➤ Check authenticity of medical certificates.

➤ See to it that vacation leaves are filed and approved in advance.

VIII. Appendices

Annex A, Page 1 & 2	Certificate of Compensatory Overtime Credit (COC) Earned
Annex B	Purchase Order
Annex C	Purchase Request
Annex D	Job Request
Annex E	Agency Procurement Request
Annex F	Job Order
Annex G	Requisition and Issue Slip
Annex H	Certificate of Travel Completed/Appearance
Annex I	Itinerary of Travel
Annex J	Travel Order



Republic of the Philippines
Presidential Communications Operations Office
NEWS AND INFORMATION BUREAU
PCOO-NIB Building, Malacañang Compound, Malacañang, Manila
Telephone Number: 733-3660 Telefax: 733-1631



CERTIFICATE OF COMPENSATORY OVERTIME CREDIT (COC) EARNED

This certificate entitles Mr./Ms. _____ to

_____ of Compensatory Overtime Credits.
(number of hours)

Verified by:

Certified by:

HRM Section

MARIFE A. BANIQUET
OIC, HRM Section

Date Issued: _____

Valid Until: _____



Note:

If there are discrepancies on our computations, please inform the Personnel Section immediately



Annex B

NEWS AND INFORMATION BUREAU NIB-OPS BUILDING, MALACANANG, MANILA					
PURCHASE ORDER					
Supplier: Address:			PO. No. Date: Mode of Procurement:		
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: NIB			Delivery Term: _____		
Date of Delivery: _____			Payment Term: _____		
Item No.	Unit	Quantity	Description	Unit Cost	Amount
(Amount in Words)					P 0.00
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p> <p style="text-align: right;">Very truly yours,</p> <p style="text-align: right;">DANILO S. JAMORA Director IV Authorized Official</p> <p>Conforme: _____ (Signature over printed name)</p> <p>_____ (Date)</p>					
Requisitioning Office/Dept:		Fund Available		Amount : _____	
Authorized Official		LOIDA D. JAVONILLO Acting Head, Accounting Section		ALOBS No: _____	

Annex C

 PURCHASE REQUEST NEWS AND INFORMATION BUREAU 					
Division _____			RIS No. _____	Date: _____	
Section: _____			SAI No. _____	Date: _____	
Stock No	Unit	Item Description	Quantity	Unit Cost	Total Cost
Recommending Approval: <p style="text-align: center;">MELINA O. CAJUIGAN Acting Head / FAD</p>					
Purpose: _____					
Signature Name Designation	Requested by _____ _____ _____		Approved by <p style="text-align: center;">DANILO S. JAMORA Director IV,</p>		

Annex D

 JOB REQUEST NEWS AND INFORMATION BUREAU 					
Division _____			RIS No. _____	Date: _____	
Section: _____			SAI No. _____	Date: _____	
Stock No	Unit	Item Description	Quantity	Unit Cost	Total Cost
<p style="text-align: center;">Recommending Approval:</p> <p style="text-align: center;">MELINA O. CAJUIGAN Acting Head / FAD</p>					
Purpose: _____					
Signature Name Designation	Requested by		Approved by		
	_____		_____		
	_____		DANILO S. JAMORA		
_____		Director IV,			

Annex E

NAME & ADDRESS NEWS AND INFORMATION BUREAU OF REQUESTING PCOO-NIB BLDG., MALACAÑANG COMPOUND, AGENCY Malacañang, Manila 733-19-09; 733-16-11; 733-36-85		AGENCY ACCT. CODE AGENCY CONTROL No. A-053			
AGENCY PROCUREMENT REQUEST		PS APR No.			
TO: THE PROCUREMENT SERVICE DBM Compound, RR Road (Date Prepared) Cristobal St.,Paco, Mla.		October 13, 2015			
ACTION REQUESTED ON THE ITEM (S) LISTED BELOW					
<input type="checkbox"/> Please furnish us with Price Estimate (for office equipment/furniture & supplementary items) <input type="checkbox"/> Please purchase for our agency the equipment/furniture/supplementary items per your Price Estimate (PS RAD No. _____ attached) dated _____, 200_____ <input type="checkbox"/> Please issue common-use supplies/materials per PS Price List as of _____, 200_____ <input type="checkbox"/> Please issue Certificate of Price Reasonableness <input type="checkbox"/> Please furnish us with your latest/updated Price List <input type="checkbox"/> Others (Specify) _____					
IMPORTANT!!PLEASE SEE INSTRUCTIONS/CONDITIONS AT THE BACK OF ORIGINAL COPY					
ITEM No	ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	Unit Price	AMOUNT
Total AMOUNT-----					
NOTE:ALL SIGNATURES MUST BE OVER PRINTED NAME					
STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: JOSELITO A. DELA CRUZ Head – Property & Supply Section		FUNDS CERTIFIED AVAILABLE: LOIDA D. JAVONILLO Acting Head – Accounting Section		APPROVED: DANILO S. JAMORA. AGENCY HEAD/AUTHORIZED SIGNATURE	
<input type="checkbox"/> FUNDS DEPOSITED WITH PS (Bank) <input type="checkbox"/> CHECK No. _____ IN THE AMOUNT OF _____ (P _____) ENCLOSED.					

Annex F

<p>NEWS AND INFORMATION BUREAU NIB-OPS BUILDING, MALACANANG, MANILA</p> <p>JOB ORDER</p>					
Supplier: Address:			PO. No. Date: Mode of Procurement:		
<p>Gentlemen:</p> <p>Please furnish this office the following articles subject to the terms and conditions contained herein:</p>					
Place of Delivery: NIB			Delivery Term: _____		
Date of Delivery: _____			Payment Term: _____		
Item No.	Unit	Quantity	Description	Unit Cost	Amount
(Amount in Words)					P 0.00
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p>					
<p>Conforme:</p> <p>_____</p> <p>(Signature over printed name)</p> <p>_____</p> <p>(Date)</p>			<p>Very truly yours,</p> <p>DANILO S. JAMORA <u>Director IV</u> Authorized Official</p>		
Requisitioning Office/Dept:		Fund Available		Amount : _____	
Authorized Official		<p>LOIDA D. JAVONILLO Acting Head, Accounting Section</p>		ALOBS No: _____	

Annex H



Republic of the Philippines
Office of the Press Secretary
NEWS AND INFORMATION BUREAU
Tel. Nos.: 734-7418; 733-1780; 733-1249 Fax Nos.: 7331613

CERTIFICATE OF TRAVEL COMPLETED/APPEARANCE

Date: _____

I hereby certify on my official oath that I have completed the travel authorized in Foreign Travel Order No. _____ dated _____ under conditions stated below:

- () Strictly in accordance with approved itinerary
 () Cut short as explained below. Excess payment in the amount of P _____ was refunded on OR No.: _____ dated _____
 () Extended as explained below. Additional itinerary was submitted.
 () Other deviations as explained below.

I further certify that based on this Travel Order, I personally appeared in the following places on the dates indicated hereunder:

PLACES	DATES
_____	_____
_____	_____

PURPOSE OF THE TRIP: _____

I finally certify that I have spent the amount of _____ (P) _____ for representation expenses in the fulfillment of my official mission.

This statement is made in lieu of the Certificate of Appearance required by COA General Circular No. 137, s. 1973 as approved by the Commission on Audit in the 2nd Indorsement dated May 30, 1974.

Employee/Official_____
Designation

I hereby certify that I have official knowledge that the travel was actually undertaken.

Immediate Supervisor

SUBSCRIBED AND SWORN to before me this _____ day of _____

in Manila.

Head of Agency

Annex I



Republic of the Philippines
Office of the Press Secretary
NEWS AND INFORMATION BUREAU
Tel. Nos.: 734-7418; 733-1780; 733-1249 Fax Nos.: 7331613

ITINERARY OF TRAVEL

NEWS AND INFORMATION BUREAU

Agency _____

TO No.: _____

Name: _____

Purpose of Travel _____

Date	Places to be visited	TIME		EXPENSES			Total Amount
		Depart.	Arrival	Means of Transp.	Transportation	Per Diem	
TOTAL							
I certify that: (1) have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.				Prepared by:			
				Name of Employee			
				Approved by:			
Immediate Supervisor				Head of Agency			

Annex J



Republic of the Philippines
Office of the Press Secretary
NEWS AND INFORMATION BUREAU
OPS/NIB Bldg., Malacanang Compound, Malacañang, Manila
Tel. Nos.: 7347418; 7331780; 7331249; Fax: 7331613

TRAVEL ORDER

TO No.: _____

Date: _____

NAME: _____ SALARY PER ANNUM: _____

POSITION: _____ STATION: _____

DEPARTURE: _____

ARRIVAL: _____

DESTINATION: _____

REPORT TO: _____

PURPOSE OF THE TRIP: _____

PER DIEM EXPENSES ALLOWED PURSUANT TO EXECUTIVE ORDER # 298. ASSISTANT OR

LABORER ALLOWED _____

APPROPRIATION TO WHICH THE TRAVEL EXPENSES SHOULD BE CHARGED _____

REMARKS OR SPECIAL INSTRUCTIONS _____

RECOMMENDING APPROVAL:

APPROVED BY:

Immediate Supervisor

Head of Agency